

**BUILDINGS AND GROUND COMMITTEE MEETING
COMMITTEE ROOM #1, ONEIDA COUNTY COURTHOUSE
April 2, 2012 – 9:00 AM**

Members Present: Chairman Jim Sharon; Billy Fried; Scott Holewinski; and John Hoffman. Paul Dean is excused.

Others Present: LuAnn Brunette, Building and Grounds Interim Director; John Sweeney Chief Deputy; Dianne Jacobson, Department on Aging Director; Lisa Charbarneau, Human Resources Director; and Lila Dumar, Recording Secretary.

Call to Order

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in Committee Room #1, 2nd Floor, Oneida County Courthouse. Mr. Sharon noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

Approve agenda

Motion to approve the agenda by Hoffman/Fried. All ayes on voice vote.

Minutes of the March 19, 2012 committee meeting.

Motion to approve the meeting minutes of March 19, 2012 with no additions, deletions or corrections by Holewinski/Hoffman. All ayes on voice vote.

Construction projects and possible change orders.

Luann Brunette, Building and Grounds Interim Director stated that she had met with Margie Sorenson to go over the finances for all the projects.

Brunette reported on the River Street building. \$100,000.00 was budgeted for improvements, \$69,000.00 remains. There is work to be done—electrical brought up to code, bathroom updates and excavation for the water drain. The Committee reviewed the priority list for the project. At the request of the Committee, Ken Kortenhof, Emergency Services Director, will attend the next B&G meeting.

Sheriff's Department Storage

John Sweeney, Chief Deputy, joined the meeting to discuss the Sheriff's Department storage project. Sweeney stated that Venture Architects need to approve the last set of bills; typically Venture Architect wait until everything is reviewed; warranties and so on. In the last few weeks small things were taken care of by Brunette and Sweeney, such as fire extinguishers, shelving.

Brunette distributed an update on the Sheriff's Department storage facility. There is \$116,000 remaining, but final payouts are pending for Miron. When all has been paid out, it will be very close to what was allocated.

Northern Advantage Job Center Building Renovation.

Dianne Jacobson, Agency on Aging Director, joined the meeting to discuss the Northern Advantage Job Center building renovation.

Brunette reported on the cost of the privacy lock set which was previously priced at \$348.45. Additional pricing was received through Schlage at \$440.00. Brunette reported that the lock has been installed. The Committee directed Brunette not to pay the bill until they can look at it.

Brunette reported that she has received a request for payment for \$21,969.33, which will be the final payment. The architect has only approved \$14,165.91 because there are some items pending. Brunette will only pay the amount that the architect has approved. Brunette reported that in working with Margie Sorenson, additional funds were found (\$1,124.71). Holewinski stated that those funds should be held for all the little add-ons, such as the privacy lock set.

Brunette reviewed the Final Worksheet for Phase 2 with the Committee. \$646,903.56 was allocated for the project. After payment of real estate taxes, architect fees, publications, computer, general contractor, and other expenses there is \$104,011.54 remaining. After the computer infrastructure is paid for, approximately \$28,000.00 remains less the final payment of approximately \$21,000.00 to Huotari.

Items outside scope of renovation project – Northern Advantage Job Center facility.

- Fire detection and suppression equipment must be installed to meet code (\$14,000.00 from contingency fund).
- Water softener – B&G staff will price and report back to the Committee.
- Painting strip on exterior of building where letters had been. Brunette reported that the LTE that was going to do this work is not available. Brunette asked to obtain a quote from Schoeneck's or other home improvement contractor for painting that strip and replacing shingles on the ridge cap. Holewinski directed Brunette to contact Huotari to see who did the back side and contact them, due to it being a stucco surface; and to find a roofing contractor for the shingle work.
- Handicap cement, sidewalks by entries, lighting.

Jacobson asked when Huotari may be signed off on the project; when they may look at taking occupancy. Brunette noted that the movers/installers would have to see the work stations, etc in order to bid on the work. It would take 3-4 weeks lead time. Jacobson is looking at the first week in May. Brunette will look into the move process and report back.

Update on Law Enforcement Center roof/warranty issues/professional services for roof evaluation.

Sweeney reported that the Johns Manville Rep would be here today to inspect the condition of the roof. Sweeney stated that there are roof leaks and pictures of the damaged areas were taken. Sweeney will report back to the Committee with the results of the inspection by Johns Manville at the next meeting.

Building and Ground organization and staffing.

Lisa Charbarneau, Human Services Director, discussed the LTE vacancies with the Committee. There are concerns with LTE's in the Law Enforcement Center due to security factors. A retiree may be coming in for a limited period of time to fill in until the vacancies can be filled.

Charbarneau reviewed the restructuring of the Department: Eliminating the Office Manager position; creating the Assistant Building and Grounds Director (hands-on person); eliminating Assistant Maintenance Technician (Sheriff's Department) and creating a Cleaning Technician position.

Charbarneau reviewed the resolutions to go to the County Board to restructure the B&G Department and to appoint the B&G Director. Charbarneau will send a packet of information along with the resolutions so the County Board has a full understanding of what the Committee is trying to accomplish.

Charbarneau reported that the interviews for the Assistant Maintenance Tech are scheduled for next week. The cleaning tech position in the Sheriff's Department needs to be filled as soon as possible.

Charbarneau reported that she would like to obtain cleaning people from a temp service rather than hire LTE's to fill in until the County Board decides on the restructuring of the Department. There would be no liability issues that way. The Committee instructed Charbarneau to move forward with the temp service to get bodies in here to work the night shift.

Sweeney discussed the issue of security at the Courthouse. Sweeney encouraged the Committee to eliminate the present key system and the need to go forward with a key-

card system. Brunette will look into this as a priority for the general security of the courthouse.

Motion by Holewinski, second by Fried, to forward the (2) resolutions along with an informational packet to the County Board for adoption. All "ayes" on voice vote.

Report on Department activities.

Brunette reported on Department activities.

Non-budgeted item requests.

There were none.

Bills and vouchers, blanket purchase orders and line item transfer.

Motion by Holewinski/Hoffman to pay the bills. All "ayes" on voice vote.

Motion by Holewinski/Fried, to approve the line item transfer as presented. All "ayes" on voice vote.

Public Comment.

None.

Items for next agenda.

None.

Meeting dates.

Monday, April 16, 2012 at 9:00 a.m. is the next meeting date.

A joint meeting will be scheduled with Solid Waste after consolidation of committees.

Adjournment.

10:44 a.m. – Motion by Baier/Fried to adjourn the meeting. All "ayes" on voice vote.
The meeting was adjourned.


Chairman Jim Sharon

Lila Dumar, Recording Secretary